

Memorandum

To: Residents Of Fairview Homes & Lock Street Apartments
CC: Donald Harris
From: Tashana Baldwin
Date: 11/18/02
Re: Rectification

Please be advised of some changes that have occurred to the process of rectification at Lock Street Apartments & Fairview Homes. It is imperative that everyone in the household 18 years of age and older come in on their schedule dates and times. If other arrangements are needed please contact me IMMEDIATELY.

Following is a list of items that you should bring with you on your schedule date :

1. Birth Certificate (Everyone in Your Household)
2. Social Security Card(s) (Everyone in Your Household)
3. 4-6 Current Paystubs
4. Income Verification form (signed in office)
5. 3-6 Checking Account Statements (current)
6. Saving Account Statement / Passbook (current)
7. W2 + 1040 Form 2001
8. Employer's Name, Address and Telephone number
9. Auto Insurance, License, & Auto Registration

Thanking You in Advance for your Cooperation

Shirley Cole
622-7900 - Hnd